

Minor Site Plan Amendment Process

I. Field Changes

Nature of Changes

- a. Material substitution- such as landscaping, lighting fixtures, recreational equipment.
- b. Relocation of facilities- such as minor adjustments of the location of pathways, parking spaces, fence, landscaping, dumpsters, tree saved areas, and lighting poles to accommodate site conditions.
- c. Minor design modifications- such as changes in landscaping and grading, which will result in equal or better solutions.

Procedure

- a. The applicant works with either the inspector in the field or the site plan reviewer of the plan to reach agreement on the change.
- b. The applicant submits a plan (or the affected portion of the plan), which reflects the modifications, to staff to document the changes.
- c. Staff highlights the revisions on the plan, stamps it and puts the plan in the site plan file.
- d. No formal application and fee involved in this process.

II. Minor Site Plan Amendments – require no inputs from other agencies

Nature of Changes

- a. Building footprint modification- modify the shape and footprint of the building without increasing the total gross floor area.
- b. Relocation of the building and parking- shift of the location of buildings or parking areas without altering the overall design concept of the site layout as approved by the Planning Board.
- c. Other design changes- such as changes in landscaping design, retaining walls, grading, recreation facilities, lighting design which will result in equal or better solutions.

Procedure

- a. The applicant works with the site plan reviewer of the plan to reach agreement on the change.
- b. The applicant submits the following to Angela Brown:
 - (1) application form
 - (2) a letter explaining the proposed revisions.
 - (3) \$300 fee.

- (4) 3 sets of revised plans.
- e. Staff highlights the revisions on the plans and stamps them before close the file.

III. Minor Site Plan Amendments – require inputs from other agencies

Nature of Changes

- a. Building footprint modification- modify the shape and footprint of the building without increasing the total gross floor area more than 5%.
- b. Relocation of the building and parking- shift of the location of buildings or parking areas that alters the overall design concept of the site layout as approved by the Planning Board.
- c. Other design changes- such as changes in landscaping design, retaining walls, grading, recreation facilities, lighting design which will result in equal or better solutions.

Procedure

- a. The applicant submits the following to Angela Brown:
 - (1) application form
 - (2) a letter explaining the proposed revisions.
 - (3) ~~\$1,000 to \$1,500~~ fee depending on the scope and complexity of the changes.
 - (4) Number of drawings depends on the number of referral agencies.
- b. Staff schedule the DRC meeting.
- c. The applicant revises the drawing per staff and DRC comments and resubmit them to staff.
- d. Staff highlights the revisions on the plans and stamps them before close the file.

ATTACHMENT A

Site Plan Amendment

	Application Process	Changes	Review Time	Fee
Field Changes	<ul style="list-style-type: none"> Revised Plan No Application 	Minor adjustments to planting materials, recreation facilities, lighting poles, retaining walls, steps, pathways, etc.	< 2 hours	N/A
Minor Revisions without DRC	<ul style="list-style-type: none"> Application * No DRC Review No PB Hearing 	Minor modifications to landscaping, lighting, building location, and hardscape.	> 2 hours < 8 hours	\$300
Minor Revisions with DRC	<ul style="list-style-type: none"> Application * DRC Review No PB Hearing 	Amendments that require other agencies' inputs	> 8 hours	\$1,000 1,500
Major Revisions	<ul style="list-style-type: none"> Application * DRC Review PB Hearing 	- use change - building footage increase - Controversial cases/issues		\$2,600

Handwritten: \$1,500

* Include a letter explaining the nature, scope and reasons of the changes.